

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Dairy Plant Superintendent

Class Code: 80620

A. Purpose:

Directs the operation and output at the dairy processing plant at South Dakota State University to ensure all state and federal standards are met.

B. Distinguishing Feature:

The Dairy Plant Superintendent is responsible for processing all dairy products the plant produces, determines whether to reject raw materials or products produced, maintains records, generates production reports, and maintains appropriate inventory control.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Directs all activities of the dairy plant to ensure product safety, quality and needed quantity.
 - a. Oversees the production of fluid milk, ice cream, and cheese.
 - b. Determines vitamin additions, milk fat compositions and solids content.
 - c. Ensures plant's compliance with state, federal, and industry regulations on food safety, equipment safety, and quality testing required of all raw material and finished products.
 - d. Evaluates quality of finished products and determines if they meet or exceed food safety standards.
2. Performs quality control functions to ensure only quality dairy products are provided customers.
 - a. Coordinates with State Dairy Lab and microbiology department regarding equipment used for quality control.
 - b. Conducts weekly inspections and acts as liaison for monthly and quarterly state inspections.
 - c. Determines whether to accept or reject raw material and finished product based on SD Department of Agriculture standards.
3. Monitors production process to ensure effective use of manpower, material, and equipment.
 - a. Determines the appropriate output level of all dairy products based on current inventory, wholesale and retail demand.
 - b. Compiles and maintains all monthly management, USDA, and state production records.
 - c. Performs minor repairs and preventive maintenance on equipment.
 - d. Monitors, adjusts, and reprograms computer controlled cleaning equipment to ensure proper chemical strength, time of circulation and temperature of chemicals.
 - e. Maintains computer inventory and orders required products and supplies.
4. Trains, and directs the work of student employees to ensure the goals of the dairy plant are met.
 - a. Makes classroom presentations concerning proper procedures, methods and regulatory requirements.

b. Determines work schedules and tasks to be performed.

5. Performs other work as assigned.

D. Reporting Relationships:

Reports to the dairy plant manager. Directs the work of dairy science students, assigns tasks, and creates all work schedules.

E. Challenges and Problems:

Ensuring compliance with strict state, federal and industry regulations regarding dairy operations. This is difficult because of the ever-changing nature of these regulations and the increasing requirements of compliance. Also challenged to maintain efficient plant operation by ensuring adequate and trained work force is scheduled while avoiding over-staffing and inefficient use of student manpower. This is difficult because of the varied class schedules of the students and conflicts with other student activities.

Typical problems include determining whether or not to accept raw materials and finished products; determining the appropriate production level so as to meet user demand without having excess; and ensuring equipment breakdowns and schedule changes do not adversely affect production.

F. Decision-making Authority:

The incumbent directs the daily operation of the dairy plant. Decisions include determining the appropriate level of output and ordering a sufficient quantity of raw milk to support the required output; maintaining computer inventory of supplies and ordering all supplies needed.

Decisions referred to a higher authority include approval to purchase capital assets, how to handle incorrect or incomplete orders, and final disciplinary actions for student workers.

G. Contact with Others:

Daily contact with faculty members to discuss student progress and possible research projects and with salespersons to discuss product issues and to order equipment and supplies. Monthly contact with inspection personnel to assist with inspection of the dairy plant.

H. Working Conditions:

Work is performed in a dairy processing plant where floors are sometimes wet and slippery. The incumbent uses strong chemicals and very hot water to clean equipment. Heavy lifting is required.

I. Knowledge, Skills and Abilities:

Knowledge of:

- effective methods of supervision;
- federal and state laws and rules for dairy materials and product handling, processing, storing, refrigeration methods and product preservation;

- materials, methods, and equipment used in preparing and preserving dairy materials and dairy products on a large scale;
- sanitation and safety practices;
- marketing, merchandising, and retail sales operations.

Ability to:

- communicate information clearly and concisely;
- supervise;
- work long hours in rooms at cold temperatures without sitting down, and lift and carry heavy and cold or frozen objects;
- use, clean, maintain and repair milk taking, product processing, and computer operated cleaning equipment;
- keep records and prepare reports.